

INSTRUCTIONS FOR PRO BONO DISTRICT REPORT ON 2010 IOLTA FUNDING

The Indiana Bar Foundation (“IBF”) receives Indiana Interest on Lawyers’ Trust Account (“IOLTA”) funds and donations from attorneys, corporations, banks, and other sources to support civil legal services for low-income people in Indiana. The Indiana Supreme Court (“Court”) and the Indiana Pro Bono Commission (“Commission”) provide leadership for the program. The completed reports and grant applications from the fourteen Pro Bono Districts (“Districts”) throughout Indiana will be made public to members of the Bar, the Indiana Supreme Court and others. Please be aware that district reports and plans may be posted on the Indiana Pro Bono Commission website.

The heading and footer for each page should be identical to the original form, so that each page will have similar information from each district. Do not use smaller than a 12-point font. Attaching extra pages is permitted only for the Report of Volunteer Attorney Cases and the Report of Volunteer Attorney Limited Information Activity. The report is 10 pages, and therefore your district report should not exceed 10 pages plus the attachments to volunteer numbers. Please staple each report in the upper left corner. Please do not use binders or folders, which increase the copy and storage costs.

Pages 2-3: This is the place to explain if and how the pro bono district program met its goals and to compare last year’s grant application and plan to what was actually done in the pro bono district.

Page 7: Each pro bono provider should have a separate chart. The chart need not be in Word; Excel or other programs are acceptable as long as the chart format is followed. Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider on page 8. Please list one case per each line in the chart. If a pro bono provider in your district cannot or will not provide the information needed for this list, please list the provider and note the refusal. **The overall totals must be provided on the summary pages or they will not be counted.** 2010 volunteer attorney and case list should not contain any hours or volunteer count for attorneys who are paid for services, e.g. staff attorneys working for agencies serving poverty-level clients. Volunteer attorney is defined on page 7 of the report form. This definition now includes volunteer attorneys for modest means programs, as long as they are separately identified as such. In the Volunteer Attorneys column, include volunteer attorneys who were actively involved during 2010. The volunteer attorney name is not required to be listed, but it is preferred. If an attorney specifically requests anonymity, the attorney can be listed as “Volunteer 1” etc., as long as there is an internal system to identify the attorney. For the county listing, please indicate the county where the attorney is registered. If hours were not reported by the attorney, it is permissible to estimate the time using the industry standards for the type of case. The number of hours is the number of hours at the conclusion of the case. If there are multiple types of cases for one client, either before or after the appointment is scheduled, list all of the types of cases involved. Please be sure to list mortgage foreclosure cases and to use the code MF. The information provided in this chart should be for the calendar year 2010 and not for the fiscal year.

Page 9: The limited legal information chart can include activities such as pro se clinics and call-in or walk-in informational services. Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider on page 10. Please list each attorney only once in the volunteer attorney column but complete one line for each type of legal information activity for that attorney. At the bottom of each chart, please provide the total number of volunteer attorneys and total number of hours. **The overall totals must be provided on the summary pages or they will not be counted.**

SUBMISSION PROCEDURES

District reports should be submitted by e-mail to Monica Fennell at mfennell@inbf.org no later than 4:00 p.m. on April 1, 2011. Please note that grant applications are due July 1, 2011. Additional information concerning these instructions or the report may be obtained from Monica Fennell, Indiana Pro Bono Commission, 230 East Ohio Street, 4th Floor, Indianapolis, Indiana 46204, or by calling 317-269-2415 or 800-279-8772, or by e-mail at mfennell@inbf.org.